

# ARCHITECTURAL REVIEW BOARD

## TOWN OF DARIEN

Town Hall, Darien, CT 06820

### INFORMATION SHEET FOR APPLICATION FOR ARCHITECTURAL REVIEW

*All applicants must complete the application form for preliminary review. This Board will then notify the applicant of any additional information that may be required and will add the application to the agenda of the next regularly scheduled meeting. In addition to the information supplied below, the applicant may submit other supporting facts or documents which may assist the Board in its evaluation of this proposal.*

Next Meeting Date \_\_\_\_\_ Application Deadline \_\_\_\_\_

### APPLICATION CHECKLIST

1. The following must be submitted by the application deadline. The ARB may defer action on the application until all of the requested information has been received.

\_\_\_\_\_ 12 copies of completed Application Form.

\_\_\_\_\_ 12 copies of scaled and dimensioned drawings showing the design, materials, typefaces, all colors, and any other pertinent information regarding the proposed sign(s), awning(s), or building modifications.

\_\_\_\_\_ Application Fee - \$30.00 per sign, awning and/or facade change, plus \$30.00 required State fee.

The following materials are to be submitted at the Meeting.

\_\_\_\_\_ Photograph(s) of subject property/business and neighboring properties/businesses (one set).

\_\_\_\_\_ Samples of proposed colors and materials to be used (one set).

2. Applications received after the application deadline may be placed on the following month's agenda.
3. Applicants or their representatives should plan on attending the meeting to present the application to the Board, to answer questions from the Board and/or discuss possible modifications to the proposed designs.
4. If a request is approved, the applicant must then file for appropriate Zoning and Building Permits as necessary.

NOTE: The Architectural Review Board is acting in an advisory capacity. Any approval or denial by the ARB does not in any way constitute an approval or denial of the application before the Planning and Zoning Commission. The final decision rests with, and is subject to, the schedule of the Planning and Zoning Commission.

**ARCHITECTURAL REVIEW BOARD  
TOWN OF DARIEN  
2 Renshaw Road, Town Hall, Darien, CT 06820**

**APPLICATION FORM**

1. Applicant \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: Home # \_\_\_\_\_ Business # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

2. Applicant's Representative (if not applicant) \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: Home # \_\_\_\_\_ Business # \_\_\_\_\_  
E-mail address: \_\_\_\_\_

3. Applicant's interest in the property  
\_\_Owner \_\_Lessee \_\_Lessor \_\_Tenant \_\_Other (Describe) \_\_\_\_\_

4. Property Owner ( if not applicant) \_\_\_\_\_  
Address \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: Home # \_\_\_\_\_ Business # \_\_\_\_\_

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5. **Subject Property Address:** \_\_\_\_\_  
This property is located on the north/south/east/west side of \_\_\_\_\_ (street name) approximately \_\_\_\_\_ feet north/south/east/west of its intersection with \_\_\_\_\_ (street name). Use an additional sheet to draw a sketch showing the property in relation to surrounding roads, businesses and/or landmarks.

Assessor's Map #: \_\_\_\_\_ Lot #: \_\_\_\_\_ Zone: \_\_\_\_\_

APPLICATION FOR NEW BUILDING and/or FACADE CHANGE: Please review the appropriate information sheet prior to submission.

1. Attach a detailed narrative description of the proposed structure. This is to include:
  - the square footage of the structure;
  - the number of units and/or stories;
  - the architectural style or character of the proposed structure and existing nearby structures;
  - the exterior building materials and colors;
  - information regarding any mechanical equipment and screening; and
  - any other appropriate items.
2. Submit a site plan in accordance with Section 1020 of the Darien Zoning Regulations and 12 sets of architectural plans. Colored renderings of the elevations of the proposed structure are particularly helpful and are to be presented at the meeting.
3. The ARB operates in accordance with Subsection 1023.4 of the Darien Zoning Regulations when making its decisions - reviewing the architectural design to ensure harmony with the neighborhood and surrounding uses, and to preserve and improve the appearance and beauty of the community.

APPLICATION FOR SIGN OR AWNING PERMIT: Please review Section 920, Sign Regulations, of the Darien Zoning Regulations and the appropriate information sheets prior to submitting an application for sign or awning permit.

1. Check all that apply for proposed:

\_\_\_ Awning \_\_\_ Window Sign \_\_\_ Ground Sign \_\_\_ Wall Sign \_\_\_ Hanging Sign  
\_\_\_ Pole Sign \_\_\_ Other (describe) \_\_\_\_\_

2. Number of existing signs \_\_\_\_\_ Number of proposed signs \_\_\_\_\_.

3. Length of Building Frontage occupied by the business (refer to Subsection 928.9 of the Darien Zoning Regulations): \_\_\_\_\_ L.F.

4. Allowable Square Footage of wall sign (divide business frontage by 3): \_\_\_\_\_ S.F.

5. Area of Proposed Sign (refer to Subsection 929 of the Darien Zoning Regulations): \_\_\_\_\_ S.F.  
Sign height \_\_\_\_\_ width \_\_\_\_\_.

6. Size of lettering and figures on sign (ten-inch maximum for most signs): \_\_\_\_\_ inches.

Style of type face (font) of lettering: \_\_\_\_\_

7. Description of Colors:

Background: \_\_\_\_\_

Lettering: \_\_\_\_\_

8. Description of Materials:

Background: \_\_\_\_\_

Lettering: \_\_\_\_\_

9. Will Sign be illuminated? YES NO. If yes, describe how it will be illuminated without causing traffic safety or other glare problems \_\_\_\_\_

10. Size of proposed awning: Height \_\_\_\_\_ Width \_\_\_\_\_  
Projection from wall of building (depth): \_\_\_\_\_.

11. Distance from sidewalk or ground to bottom of awning: \_\_\_\_\_.

12. Submit additional information on separate sheets if appropriate.

The undersigned swears that the information supplied in the completed application is accurate, to the best of his/her knowledge and belief.

\_\_\_\_\_  
Date Application Filed

\_\_\_\_\_  
Signature of Applicant

***If the ARB approves the submitted designs and plans, the applicant is responsible for obtaining the Zoning and Building Permits AND approval from the Zoning Board of Appeals and/or Planning and Zoning Commission if necessary.***